

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6242
Job Title: Director of Governmental and Legislative Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No.: 010
Position I.D. No.: 9517532
Shakman Exempt

Characteristics of the Position

General Overview

Serves as the in-house governmental affairs and legislative director and advisor to the President and Chief of Staff regarding federal, state or local legislative matters and initiatives. Serves as the President's in-house liaison to the various federal, state or local elected officials and offices. Coordinates the County's approach and response to various legislative matters and works with the various departments, elected offices and agencies to coordinate the President's and County's position. Supervises the Special Assistant for Governmental and Legislative Affairs and the Legislative Coordinators in the various departments under the jurisdiction of the President. Performs research and advisory functions related to legislative initiatives and assists the President in formulating a legislative policy agenda. Effectively recommends and provides data to the President, Chief of Staff and departments to assist in setting policy and making decisions concerning legislative initiatives. Works directly with County lobbyists in advocating the President's position and County interests with State and Federal officials, agencies and legislative bodies. Reviews Illinois and Federal legislative issues that may have a budgetary impact for the County relative to such legislation and provides responsive information to the President or his/her designee.

Key Responsibilities and Duties

Writes legislative analysis' for proposed legislation regarding bills that will affect the respective Department(s); advises the President, or his/her designee of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation.

Develops fiscal analysis with supporting data to be submitted to the President or his/her designee and forwards to the County's lobbyists or President's designee. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the County.

Reviews federal and state legislation to research availability of grant programs that may be of interest to the County in terms of innovative programs to improve the respective Department.

Directs, coordinates and supervises the legislative efforts of the County.

Researches various legislative initiatives.

Participates and assists in the development of other confidential papers and reports as directed.

Assists in the development of legislative initiatives as needed and provides the Department or President response on pending legislation that may affect the County or respective Department.

Represents the Department before legislative tribunals as directed by the President or his/her designee.

Remains in regular contact with and advises the President or his or her designee and other key leaders within the County regarding matters involving governmental affairs and legislation.

Knowledge, Skills and Abilities

Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legal questions and issues.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.

Skill in legislative writing and analysis as well as grant research and writing.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree **PLUS** three (3) years' experience working for a legislative body, governmental office or lobbyist **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's degree.

Five (5) or more years' work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

